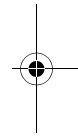
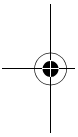
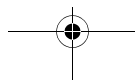




# Colombo



Digital Cordless Phone with  
Answering Machine





Welcome

Colombo



# Welcome

to your new Colombo Digital Cordless Phone!

- All handsets are fully cordless, with freedom to roam within range of the base
- 100 name and number phonebook.
- Copy phonebook entries between handsets.
- Answering machine with 12 minutes digital recording time.
- Caller ID displays who's calling and shows details of the last 50 callers in a Calls list.<sup>1</sup>
- Make internal calls, transfer external calls, hold a 3-way conversation between two internal callers and an external caller.

<sup>1</sup> You must subscribe to your network provider's Caller ID, Call Waiting or 3 way calling service for these features to work. Additional fees may apply.

## Contents

- Colombo handset
- Colombo base
- 2 x AAA NiMH rechargeable batteries
- Power adapter for the base
- Telephone line cord

This User Guide provides you with all the information you need to get the most from your phone.

Before you make your first call you will need to set up your phone. Follow the simple instructions in "Getting Started," on the next few pages.

## Need help?

If you have any problems setting up or using your Colombo, you can find the answer in "Help" at the back of this guide.

### IMPORTANT

*Only use the telephone line cord supplied.*

*This equipment is not designed for making emergency telephone calls when the power fails. Alternative arrangements should be made for access to emergency services.*

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# Getting started

## WARNING

Do not place your Colombo in the bathroom or other humid areas.

## Location



You need to place your Colombo base within 6.56 ft. (2 meters) of the power socket and telephone socket so that the cables will reach.

Make sure it is at least 3.28 ft. (1 meter) away from other electrical appliances to avoid interference. Your Colombo works by sending radio signals between the handset and base. The strength of the signal depends on where you site the base. Putting it as high as possible ensures the best signal.

## Handset range

The Colombo has a range of 820 ft. (250 meters) outdoors when there is a clear line of sight between the base and handset. Any obstruction between the base and handset will reduce the range significantly. With the base indoors and handset either indoors or outdoors, the range will normally be up to 164 ft. (50 meters.) Thick stone walls can severely affect the range.

## Signal strength

The  icon on your handset indicates when you are in range. When out of range of the base, the screen shows **SEARCHING**, the  icon flashes, and the handset gives an out-of-range warning tone every minute. This tone is repeated until you move back into range.

If you move out of range during a call, the telephone call will be disconnected. Move back within range before you make any further calls. The handset will automatically reconnect to the base.


## IMPORTANT

The base station must be plugged into the power at all times. Do not plug the telephone line cord into the wall socket until the handset is fully charged. Only use the power and telephone cables supplied with the product.


## Which power adapter?

The power adapter with a clear connector is for the base unit.

## Connecting the base

Plug the power cable with clear connector into the socket marked  on the underside of the base and plug the other end into the power wall socket.


## Connecting the handset

1. Insert the 2 supplied AAA NiMH batteries into the handset. Then slide the compartment cover into place.
2. Place the handset on the base to charge for at least 24 hours. **Make sure it is inserted correctly.** When the handset is fully charged the  icon appears.
3. After 24 hours of charging, plug the telephone line cord from the base into the telephone wall socket.

## Getting started

Colombo

### Battery low warning

If the  icon flashes in the display, you will need to recharge the handset before you can use it again.

During charging, the  icon in the display will scroll.

### Battery performance

#### IMPORTANT

Use only rechargeable batteries. If non-rechargeable batteries are used, **WARNING BATT** appears and charging will stop. Replace with 2 AAA NiMH rechargeable batteries.

In ideal conditions, fully charged batteries should give about 10 hours talk time or 100 hours standby time on a single charge.

Note that new batteries do not reach full capacity until they have been in normal use for several days.

To keep your batteries in the best condition, leave the handset off the base for a few hours at a time.

Running the batteries right down at least once a week will help them last as long as possible.

The charge capacity of rechargeable batteries will reduce with time as they wear out, giving the handset less talk/standby time. Eventually they will need to be replaced.




Batteries and handset may become warm during charging. This is normal.

### Date and time

If you have subscribed to a Caller ID service, the date and time are set automatically for all handsets every time a call is received.


If you do not subscribe to Caller ID service, you can set the date and time manually.

### Set date and time manually

1. Press **"Menu/OK"** and scroll  to **CLOCK/ALARM**. Press **"Menu/OK"**. Display shows **DATE & TIME**. Then press **"Menu/OK"**.
2. Enter the date using the format MM-DD e.g. **08-04** for August 4th.
3. Press **"Menu/OK"** and enter the time using the 12 hour format HH-MM, e.g. **2:45pm** (enter **0245**, toggle **A/P** by pressing  or  when **A/P** is flashing for input).

#### NOTE

Enter only digits 00-12 for HH (hours) and 00-60 for MM (minutes). You will hear error beeps if you enter digits outside this range.

4. Press **"Menu/OK"** to confirm or  to return to standby.

Your Colombo is now ready for use.

# Getting to know your phone

## Overview of your handset

### Earpiece

### Menu / OK

Use to access and select the options in the menu.

### Phonebook / Scroll Down / Volume down

From standby screen, press to access Phonebook

### Talk / Flash

### Keypad lock / \*

Press and hold to switch keypad lock on or off

### Handsfree

### Redial / Clear / Back / Mute

Clear incorrect input during text editing

Back / return to previous menu

Mute microphone during call

When ► appears press this key to see more information on screen

From standby screen, press to access Dialed Calls list

### Call log / Scroll Up / Volume up / Answering Machine menu

From standby screen, press to enter the Call log

Access Answering Machine menu

### End Call / Exit / Switch Handset on/off

### HASH / Ringer on/off

To change the case when entering letters/editing

Press and hold to switch ringer on or off

Press to toggle the Caller ID display format between 7, 10 and 11 digits

**Intercom** - to make a internal call



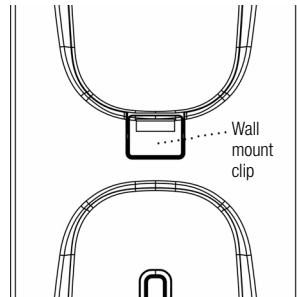
## Wall mounting

### IMPORTANT

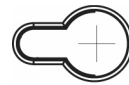
Before you wall-mount your Colombo, check that you are not drilling into any hidden wiring, and make sure the power and telephone line cables will reach the sockets.

### To wall mount the base and charger

- Drill two holes in the wall 4.3" (110mm) apart vertically using an 0.3" (8mm) drill bit
- Use the template to mark the drilling locations.
- Push in the bottom of the wall mount clip on the base and rotate 180°. You will see that there is now a "hook" to hold your handset when the base is fixed to the wall.

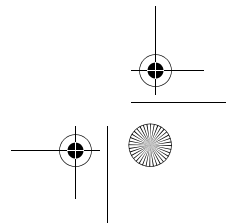
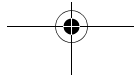
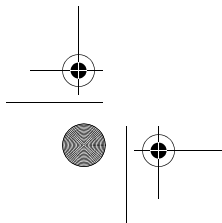
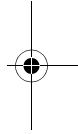
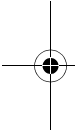
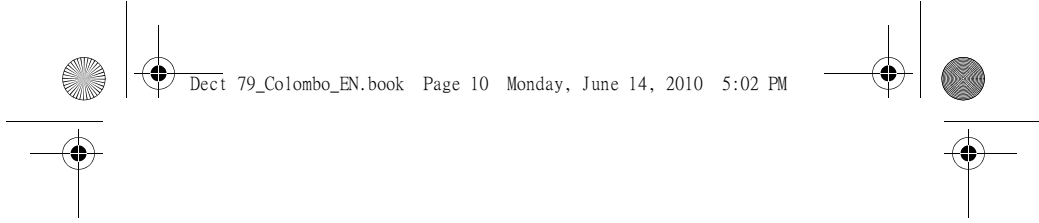


- Place the handset in the cradle
















110mm

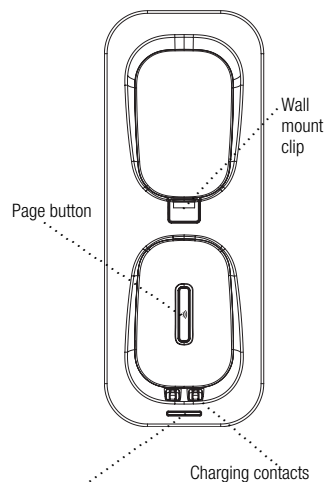




### Handset display

	<b>Handset Battery Level</b> Displays the current power levels of your handset battery.
	<b>In Use</b> Displays when the line is in use and flashes when there is an incoming call.
	<b>Missed Calls</b> Displays when you have missed calls and new number(s) in the Calls list.
	<b>Phonebook</b> Displays when you are viewing the phonebook list.
	<b>Alarm</b> The alarm clock has been set.
	<b>Handsfree</b> Displays when in handsfree mode.
	<b>Silent</b> Handset ringer is off. The phone is set to silent.
	<b>Answering machine</b> Displays when the answering machine is on. Flashes slowly when you have new messages. Flashes quickly when the memory is full.
	<b>Signal</b> Steady when the handset is registered and within range of the base. Flashes when the handset is out of range or searching for the base.
<b>OK</b>	<b>OK</b> Press the <b>"Menu/OK"</b> key to select and confirm a setting or an option on screen.
	<b>UP and Down</b> Press  or  to scroll through the options in a menu, to open the phonebook or calls list when in standby.
	<b>Back</b> Press <b>"Redial/C"</b> to go back to the previous menu option, to cancel an action or to delete a character.

### Overview of the base



### Charging and Answering Machine LED

Orange: Handset down and charging, Answering Machine on

Flashing Orange: New messages received, Handset down and charging, Answering Machine on

Green: Answering Machine on (Handset not on base)

Flashing Green: New messages received, Answering Machine on (Handset not on base)

Red: Handset down and charging, TAM off

### Page button

In standby, press to locate the handset by playing a sound.

Press and hold to enter registration mode when registering handsets.

### Navigating the menu

The basic steps of navigating through the menu and on-screen options.

1. From the standby screen, press **"Menu/OK."** The main menu is opened.
2. Use the **▲** or **▼** keys to scroll through the menu.
3. Soft key options **OK** and **↩** are displayed. Press **"Menu/OK"** to select **OK** and open a submenu or validate an option.
4. Press **"Redial/C"** to go back to the previous menu level, correct a character, or cancel an action.
5. Press **☎** to return to standby.

### NOTE

If you do not press any button on the handset for 15 seconds the display will automatically return to standby. It will also return to standby when the handset is placed on the base or charger.




# Using the phone

## To Make a call

1. Press .
2. Dial the telephone number.





## To Make a call by Pre-dialing

1. Enter the phone number (maximum 24 digits).  
If you make a mistake press "Redial/C."
2. Press  to dial the phone number entered.

## To Make a call using speed dial (keypad 1 to 9)

1. Press and hold a key from 1 to 9 until the number is displayed and dialed. If no number is stored, you will hear a beep.

## Call from the phonebook

1. Press . The first entry in the phonebook is displayed.
2. Scroll  or  to the entry you want.
3. Press  to dial the number.





### TIP

Instead of scrolling to browse the phonebook entries, press the numeric key corresponding to the first letter of the entry you wish to locate. For example, pressing 2 will show the entries starting with A. Pressing 2 again will show the entries starting with B, etc.



## Call from the calls list

### NOTE

You need to subscribe to your network's Caller ID service to be able to see the caller's number in the calls list.

1. Press  to enter the **CALL LOG** menu. You then have the option to access the **CALL LIST** or the **ANSWER MACHINE**. Press "Menu/OK" to enter **CALL LIST**. The first entry in the call list is displayed.
2. Scroll  or  to the entry you want.
3. Press  to dial the number.

## Answer a call

1. When the phone rings, press  or  to answer the call via the loudspeaker. When answering the handset from the base with Auto Pick-up mode set to On, nothing needs to be pressed.


### WARNING

When the phone is ringing, avoid holding the earpiece too close to your ear as it may damage your hearing. Handsfree activation can suddenly increase the volume in the earpiece to a very high level. Make sure the handset is not too close to your ear.

### NOTE

If you have subscribed to Caller ID service and assigned a VIP Group to the caller's number, the caller's details are displayed before the phone starts ringing. You can set your phone to give the default ringtone as soon as the call is received. Then once the caller's identity is displayed, the assigned ringtone will start.

### TIP

If Auto Pick-up mode is on, simply lift up the handset from its base to answer the call. The default setting is On. If you have changed Auto Pick-up mode to Off, you will need to press  to answer a call.

### NOTES

If Auto Pick-up mode is on and the handset is on the base, you will not be able to see the Caller's details before you answer the call.

## Using the phone

## Colombo

*An incoming call has priority over other events. Whenever there is an incoming call, other operations in progress such as phone settings, menu navigation, etc. will be ended.*

### To adjust the volume

1. During a call, press ▲ or ▼ to adjust the earpiece or loudspeaker volume.  
- The level is shown in the handset display.

### To mute the microphone

Mute the microphone so that you can talk to someone else in the room without your caller hearing you.

1. During a call, press **"Mute."** The microphone is muted.
2. Press **"Mute"** again to turn the microphone back on.

### To end a call

1. Press **☎**.

After you hang up, the duration of your call is displayed for 5 seconds.

#### NOTE

*If Auto Hang-up is on, replace the handset on the base to end the call. Ensure that you have replaced the handset the correct way around and it is sitting firmly on the base.*

### To switch handset on/off

1. Press and hold **☎** until the handset switches off.
2. Press and hold **☎** again to switch the handset back on.

### To call a second external number

You can put an external caller on hold to make a second external call. You can then switch between both callers or hold a 3-way conference call.

1. During your call, press **"Menu/OK."** Scroll ▼ to **INIT 2ND CALL**.
2. Press **"Menu/OK."** Display shows **CALLING R**.
3. Enter the second number.

4. When your second caller answers, press **"Menu/OK"** to open the option menu:

**CONFERENCE** - Press **"Menu/OK"** to initiate a 3-way with an external caller and internal caller.

**SWITCH CALLS** - Press **"Menu/OK"** to switch between the two callers.

5. Press **☎** to hang up.

### To call another handset: intercom

This feature is only available when there are at least 2 registered handsets. It allows you to make internal calls, transfer external calls from one handset to another and use the conference option.

1. Press **int**.
  - If you have two handsets, the other handset is called.
  - If more than two handsets are registered to the base, their numbers are displayed, e.g. 2345\*. Enter the number of the handset you want to call or press **\*** to ring all handsets.
2. Press **☎** to hang up.

#### NOTE

*If the handset does not belong to the Colombo product line, this function may not be available.*



#### **To transfer an external call to another handset**

1. During an external call, press **int**. Your caller is put on hold.
2. Enter the number of the handset you want to call or press **\*** to ring all handsets. If there are only two handsets, the other handset is called.
3. When the other handset answers, announce the caller then press **☎** to transfer the call. If the other handset does not answer, press **int** to talk to your caller again.

#### **To switch between an internal and external call**

1. During an external call, press **int**. Your caller is put on hold.
2. Enter the number of the handset you want to call or press **\*** to ring all handsets. If there are only two handsets, the other handset is called.
3. When the other handset answers you can speak privately to your internal caller.
4. Press **int** to switch between both callers.
5. Press **☎** to hang up.

#### **To make a three way conference call**

1. During an external call, press **int**. Your caller is put on hold.
2. Enter the number of the handset you want to call or press **\*** to ring all handsets. If there are only two handsets, the other handset is called.
3. When the other handset answers, announce the call then press and hold **int** to connect both calls. If the other handset does not answer, press **int** to talk to your caller again.
4. Press **☎** to hang up.



# Phonebook

The Colombo handset phonebook can store up to 100 names and numbers.

**NOTE**  
Numbers can be up to 24 digits long and names up to 12 characters long. Entries are stored in alphabetical order.

## To view and dial phonebook entries

1. Press **▼**. Display shows the first entry.
2. Scroll **▲** or **▼** to the entry you want. Or to search alphabetically, press **▼** then press the key with the first letter of the name, e.g. if the name begins with N, press **6** twice. The display shows the first entry beginning with N. If required, press **▲** or **▼** to scroll to the exact entry.
3. Press **☎** to dial the entry displayed.

## To store an entry

1. Press **"Menu/OK."** **PHONEBOOK** is displayed.
2. Press **"Menu/OK."** **NEW ENTRY** is displayed.
3. Press **"Menu/OK."** **ENTER NAME** is displayed.
4. Enter a name and press **"Menu/OK."**
5. Enter a number. Press **"Menu/OK"** to save. Press **▲** or **▼** to select **NO GROUP**, **GROUP A**, **B**, or **C** and press **"Menu/OK"** to confirm.
6. Press **☎** to return to standby.

## NOTES

If you subscribe to Caller ID service, you can assign individual contacts to specific groups of your choice. For example, Group A contains phone numbers of all your co-workers. You can also assign a specific ring melody to that group (see "To set a Group melody"). Every time someone from that group calls you, you will hear the designated ringtone for that group.

Cancel storing an entry by pressing **☎** at any time during the process.

## Entering names

Use the alphanumeric keypad to enter names in the phonebook.

For instance to enter the name Paul

P Press **7** once

A Press **2** once

U Press **8** twice

L Press **5** three times

To enter a space press **1**

Press **◀** to delete a character or press and hold **"Redial/C"** to delete all characters.

## Phonebook

## Colombo

### Character map

Key	characters and symbols
<b>1</b> [1]	Space 1 - < > *
<b>2</b> [2]	A B C 2
<b>3</b> [3]	D E F 3
<b>4</b> [4]	G H I 4
<b>5</b> [5]	J K L 5
<b>6</b> [6]	M N O 6
<b>7</b> [7]	P Q R S 7
<b>8</b> [8]	T U V 8 ?
<b>9</b> [9]	W X Y Z 9
<b>0</b> [0]	0 - / \ # +

### Enter a pause

If your Colombo is connected to a switchboard, you may need to enter a pause in a stored number. This gives the switchboard time to find an outside line. A pause is normally stored after the switchboard access code (e.g. 9).

1. When storing a number, press and hold **#** until the display shows P. You can then continue storing the phone number.

### To view an entry

In standby:

1. Press **▼**.
2. Enter the first letter of the name to search alphabetically. Then scroll **▲** or **▼** to the exact entry. The name is displayed.

3. Press **▶** to display the number. If there are more than 12 digits, press **▶** again to see the rest of the number.

4. Press **☎** to return to standby.

During a call:

1. Press **"Menu/OK"** twice to open the phonebook menu.
2. Enter the first letter of the name you want, and then scroll **▲** or **▼** if necessary to the exact name. Press **▶** to display the number. If there are more than 12 digits, press **▶** again to see the rest of the number.
3. Press **☎** to cancel the phonebook display.
4. Press **☎** again to end the call.

### To edit an entry

1. Press **▼**.
2. Scroll **▲** or **▼** to the entry you want to edit and press **"Menu/OK."** **EDIT ENTRY** is displayed. Press **"Menu/OK"** again.
3. Edit the name and press **"Menu/OK"** to confirm. Use **"Redial/C"** to delete characters.
4. Press **"Menu/OK"** and edit the number.
5. Press **"Menu/OK"** to confirm.
6. Scroll **▲** or **▼** to select **NO GROUP, GROUP A, B, or C** and press **"Menu/OK"** to confirm.
7. Press **☎** to return to standby.

### To delete an entry

1. Press **▼**.
2. Scroll to the entry you want to delete and press **"Menu/OK."**
3. Scroll **▼** to **DELETE ENTRY** and press **"Menu/OK."**
4. Display shows **CONFIRM?** Press **"Menu/OK."**
5. Press **☎** to return to standby.

### To delete all entries

1. Press **"Menu/OK"** twice.
2. Scroll **▼** to **DELETE ALL** and press **"Menu/OK."**
3. Display shows **CONFIRM?** Press **"Menu/OK."**
4. Press **☎** to return to standby.

### To copy the phonebook to another handset

1. Press **"Menu/OK"** twice.
2. Scroll **▼** to **PB TRANSFER** and press **"Menu/OK."**
3. Scroll **▲** or **▼** to the number of the handset you want the phonebook copied to. Press **"Menu/OK."**
4. When the message **"TRANS. FROM HANDSET X"** appears on the destination handset, press **OK** on the handset to start the copy process.
5. When **"DONE!"** appears on both handsets press **☎** to return to standby.

**NOTE**  
If an entry with the same name and number is already stored in the receiving handset, it will not be copied across.

### To store a phonebook entry as a speed dial number

The keys **1** to **9** enable one touch speed dialing of entries stored in the phonebook.

1. Press **"Menu/OK"** twice.
2. Scroll **▼** to **DIRECT MEM** and press **"Menu/OK."**
3. Press **▲** or **▼** to select KEY 1 - 9 and press **"Menu/OK."** The current entry, if any, is displayed.
4. Press **"Menu/OK"** again to open the options menu.
5. Press **"Menu/OK"** to **ADD** an entry from the phonebook.
6. Scroll **▲** or **▼** to the entry you want. Press **"Menu/OK"** to confirm or **☎** to return to standby.

### To delete a speed dial number

1. Press **"Menu/OK"** twice, and then scroll **▲** or **▼** to **DIRECT MEM** and press **"Menu/OK."**
2. Scroll **▲** or **▼** to select KEY 1 - 9.
3. Press **"Menu/OK"** to display the current entry. Press **"Menu/OK"** again to open the options menu.
4. Scroll **▼** to **DELETE** and press **"Menu/OK."**
5. Display shows **CONFIRM?** Press **"Menu/OK."**
6. Press **☎** to return to standby.

## Calls list

If you have subscribed to Caller ID service, and the identity of the caller is not withheld, the number of the caller will be displayed together with the date and time of the call (if provided by the network).

### NOTES

*If the caller's number is stored in your phonebook along with a name, the name will also be displayed.*

*If the telephone number is not available for incoming calls, the handset will display UNAVAILABLE.*


*Information about incoming calls will vary by country and network operator. Some operators may charge a subscription for their Caller ID service.*

*The calls list contains details of missed and received call. Details include the date and time of the call. Entries are displayed in chronological order with the most recent call at the top of the list.*


*When the calls list is full, a new call replaces the oldest in the list.*


*The received and missed calls log holds details of up to 50 calls.*



*If you receive more than one call from the same number, only the most recent call is kept in the calls list.*



*When you have missed calls (incoming calls that you haven't answered) the  icon will be displayed on all handsets registered to the base.*

### To view the calls list

1. Press  to enter **CALL LOG** option menu. Then press **"Menu/OK"** to enter **CALL LIST**.

The most recent number or name if stored in the phonebook is displayed. New calls are marked with  icon flashing.

2. Scroll  or  through the calls log. At the end of the log, you will hear a beep.

3. Press  to see the number. If the number has more than 12 digits, press  to see the rest of the number.

When reviewing a 7, 10, or 11-digit entry from the calls list, you can choose the desired number format for local and long distance numbers before dialing or saving it into the phonebook. Press **#** repeatedly to display the number in a different format. For example, if a caller number is displayed as 1234567, the various formats will be:


1234567

2061234567 (if the area code is "206")

12061234567 (long distance number is "1")

### NOTE






*You will hear an error beep if you press the # key for entries other than 7, 10, or 11 digits. To change the local area code, see "Area code".*

4. Press  to return to standby.


### NOTE

*The  icon stops flashing once all new calls have been viewed.*


### To dial from the calls list

1. Press  to enter the **CALL LOG** option menu. Then press **"Menu/OK"** to enter **CALL LIST**. The most recent call is displayed.
2. Scroll  or  to the entry you want.
3. Press  or  to dial.


#### To save a number from the calls list to the phonebook

1. Scroll ▲ or ▼ to enter the **CALL LOG** option menu, and then press **"Menu/OK"** to enter **CALL LIST**. The most recent call is displayed.
2. Scroll ▼ to the number you want.
3. Press **"Menu/OK."** **SAVE NUMBER** is displayed.
4. Press **"Menu/OK."** **ENTER NAME** is displayed. Use the keypad to enter the name.
5. Press **"Menu/OK."** Then the number is displayed. The user can then edit the number if required and must press **"Menu/OK"** to save the number (even if has not been edited).
6. Press ▲ or ▼ to select **NO GROUP, GROUP A, B, or C**, and press **"Menu/OK"** to confirm.
7. Press **"Menu/OK"** to confirm.
8. Press  to return to standby.

#### To delete a calls list entry

1. Scroll ▲ or ▼ to enter the **CALL LOG** option menu. Then press **"Menu/OK"** to enter **CALL LIST**. The most recent call is displayed.
2. Scroll ▲ or ▼ to the number you want.
3. Press **"Menu/OK"** then scroll ▼ to **DELETE** and press **"Menu/OK."**
4. Display shows **CONFIRM?** Press **"Menu/OK"** to confirm.
5. Press  to return to standby.

#### To delete entire calls list


1. Scroll ▲ or ▼ to enter the **CALL LOG** option menu. Then press **"Menu/OK"** to enter **CALL LIST**. The most recent call is displayed.
2. Scroll ▼ to **DELETE ALL** and press **"Menu/OK."**
3. Display shows **CONFIRM?** Press **"Menu/OK"** to confirm. Press  to return to standby.

#### To redial the last number

The Colombo lets you redial any of the last 10 numbers called. Numbers can be up to 24 digits long.

1. Press **"Redial/C."** The last number dialed is displayed.


If the number has more than 12 digits, the display shows ► and the cursor blinks. Press ► to display the rest. If the number is stored in the Phonebook, the name is displayed as well.

2. Press  to dial.

#### IMPORTANT

If # is used during a call, any number dialed after the # will not be saved in the redial memory.

#### To view and dial a number in the redial list

1. Press **"Redial/C."** The last number dialed is displayed. If required, scroll ▲ or ▼ to display the number you want.
2. Press  to dial the number.

#### To copy a redial number to the phonebook

1. Press **"Redial/C"** and scroll ▲ or ▼ to the entry you want.



## Calls list

Colombo



2. Press **"Menu/OK."**
3. Display shows **SAVE NUMBER**. Press **"Menu/OK."**
4. Enter the name and press **"Menu/OK."**
5. Edit the number if required and press **"Menu/OK."**
6. Press **▲** or **▼** to select **NO GROUP, GROUP A, B, or C** and press **"Menu/OK"** to confirm.
7. Press **☎** to return to standby.

### To delete a redial list entry

1. Press **"Redial/C."** Scroll **▲** or **▼** to display the number you want.
2. Press **"Menu/OK"** and scroll **▼** to **DELETE**. Then press **"Menu/OK."**
3. Display shows **CONFIRM?** Press **"Menu/OK"** to confirm. Then **☎** to return to standby.

### To delete entire redial list

1. Press **"Redial/C,"** and then press **"Menu/OK"**
2. Scroll **▼** to **DELETE ALL** and press **"Menu/OK."**
3. Display shows **CONFIRM?** Press **"Menu/OK"** to confirm. Press **☎** to return to standby.

## Clock & Alarm

If you subscribe to Caller ID service, the time on your Colombo is set automatically each time you receive a call.

You can also set or adjust the time using the Clock & Alarm menu.

### Set date and time manually

1. Press **"Menu/OK"** and scroll ▼ to **CLOCK/ALARM**. Press **"Menu/OK."** Display shows **DATE & TIME**. Then press **"Menu/OK."**
2. Enter the date using the format MM-DD e.g. **08-04** for August 4th.
3. Press **"Menu/OK"** and enter the time using the 12 hour format HH-MM, e.g. **2:45pm** (enter **0245**, toggle **A/P** by pressing ▲ or ▼ when **A/P** is flashing for input).

#### NOTE

Enter only digits 00-12 for HH (hours) and 00-60 for MM (minutes). You will hear error beeps if you enter digits outside this range.

4. Press **"Menu/OK"** to confirm or ☎ to return to standby.

#### NOTE

The date and time is retained during a power failure or when the batteries are discharged.

### To set alarm

1. Press **"Menu/OK,"** scroll ▼ to **CLOCK/ALARM** and press **"Menu/OK."**
2. Scroll ▼ to **SET ALARM** and press **"Menu/OK."**
3. Scroll ▲ or ▼ to **OFF, ON ONCE, or ON DAILY** and press **"Menu/OK."**
4. If you select **ON ONCE** or **ON DAILY**, enter the time using the 12 hour format HH:MM, e.g. **2:45pm** (enter **0245**, toggle **A/P** by pressing ▲ or ▼ when **A/P** is flashing for input) and press **"Menu/OK."**
5. Press ☎ to return to standby. When the alarm goes off, press any key to stop the ring.

#### NOTE

Once the alarm is set to on, the ☎ icon is displayed. The alarm will ring at the medium level and **ALARM ON** will flash on the display.

### To set alarm melody

There are three alarm ringtones.


1. Press **"Menu/OK"** and scroll ▼ to **CLOCK/ALARM**. Press **"Menu/OK."**
2. Scroll ▼ to **ALARM TONE** and press **"Menu/OK."**
3. Scroll ▲ or ▼ and press **"Menu/OK."** Ringtones play as you view them.

# Personal settings

## WARNING


When the phone is ringing, avoid holding the earpiece too close to your ear as it may damage your hearing.

### To set the ring volume

1. Press **"Menu/OK,"** scroll ▼ to **PERSONAL SET** and press **"Menu/OK."**
2. **HANDSET TONE** is displayed. Press **"Menu/OK."**
3. **RING VOLUME** is displayed. Press **"Menu/OK."**
4. Scroll ▲ or ▼ to adjust the ringer volume level. Choose from: **Ringer Off, Low, Medium, High, Boost, and Progressive** (increasing ring volume). The default setting is **High**.
5. Press **"Menu/OK"** to save the settings.
6. Press  to return to standby.


### To set the ring melody

1. Press **"Menu/OK,"** scroll to **PERSONAL SET**, and press **"Menu/OK."**
2. **HANDSET TONE** is displayed. Press **"Menu/OK."**
3. Scroll ▼ to **RING MELODY**. Press **"Menu/OK."**

4. Press ▲ or ▼ to select the ringtone. Choose from 10 ringer melodies. A sample of the ringtone is played.
5. Press **"Menu/OK"** to confirm.
6. Press  to return to standby.

### To set a Group melody

To benefit from this feature, you must subscribe to the Caller ID service. This menu enables you to select and set the melodies to be played when there is an external incoming call from a contact whose name is stored in your phonebook and is part of a group. You can associate one ring melody to each group. There are three phonebook groups (Group A, B, C) available for you to organize your contacts. Each group can be assigned a unique melody.

1. Press **"Menu/OK,"** scroll ▼ to **PERSONAL SET**, and press **"Menu/OK."**
2. **HANDSET TONE** is displayed. Press **"Menu/OK"** and scroll ▼ to **GROUP MELODY**. Press **"Menu/OK."**
3. Scroll ▲ or ▼ to select: **GROUP A, B, or C**. Then press **"Menu/OK."**
4. Press ▲ or ▼ to select the ringtone you want for the group and press **"Menu/OK."**
5. Press  to return to standby.

### To set the key tones on/off

When you press a key on the handset you hear a beep. You can switch these beeps on or off.

1. Press **"Menu/OK,"** scroll ▼ to **PERSONAL SET** and press **"Menu/OK."**



## Personal settings

Colombo

2. **HANDSET TONE** is displayed. Press **"Menu/OK"** and scroll **▼** to **KEY TONE**. Press **"Menu/OK."**
3. Scroll **▲** or **▼** to select **ON** or **OFF**.
4. Press **"Menu/OK"** to confirm.
5. Press **☎** to return to standby.

### To change the handset name

Personalize your handset with a name or location. For example, Peter or Bedroom. Maximum 10 characters.

1. Press **"Menu/OK,"** scroll **▼** to **PERSONAL SET** and press **"Menu/OK."**
2. Scroll **▼** to **HANDSET NAME** and press **"Menu/OK."** The current name is displayed.
3. Press **"Redial/C"** to delete the current name.
4. Enter the name you want, maximum 10 characters, and press **"Menu/OK"** to save.
5. Press **☎** to return to standby.

### To set auto pick-up answer

With Auto Pick-up switched on, you can answer a call just by lifting the handset off the base or charger. If switched off, you will have to press **☎** to answer a call.

1. Press **"Menu/OK,"** scroll **▼** to **PERSONAL SET**, and press **"Menu/OK."**
2. Scroll **▼** to **AUTO PICK-UP**. Press **"Menu/OK."**
3. Scroll **▲** or **▼** to select **ON** or **OFF**.

4. Press **"Menu/OK"** to confirm.
5. Press **☎** to return to standby.

#### NOTE

If Auto Pick-up mode is switched on and you subscribe to Caller ID service, you will not be able to see the number of the person calling, before you answer the call.

### To set auto hang-up

With Auto Hang-up switched on, you can end a call just by replacing the handset on the base or charger. If switched off, you have to press **☎** to hang up.

1. Press **"Menu/OK,"** scroll **▼** to **PERSONAL SET** and press **"Menu/OK."**
2. Scroll **▼** to **AUTO HANG-UP**. Press **"Menu/OK."**
3. Scroll **▲** or **▼** to select **ON** or **OFF**.
4. Press **"Menu/OK"** to confirm.
5. Press **☎** to return to standby.

### To set the display language

1. Press **"Menu/OK,"** scroll **▼** to **PERSONAL SET** and press **"Menu/OK."**
2. Scroll **▼** to **LANGUAGE**. Press **"Menu/OK."**
3. Scroll **▲** or **▼** to select the language you want.
4. Press **"Menu/OK"** to confirm.
5. Press **☎** to return to standby.

### To set babysit mode on

Leave one handset in a room and use another handset to hear sounds in that room.



#### Personal settings

Colombo



1. Press **"Menu/OK,"** scroll ▼ to **PERSONAL SET**, and press **"Menu/OK."**
2. Scroll ▼ to **BABYSIT MODE**. Press **"Menu/OK."**
3. Press ▲ or ▼ to select **ON** or **OFF**.
4. Press **"Menu/OK"** to confirm.

When switched On, you can leave this handset in the room you wish to monitor. Only the microphone is on. Anyone in the room cannot hear you.

5. Place that handset in the room you want to monitor.
6. On a second handset, press **int** and enter the number of the handset you are using as a room monitor. You can now hear sounds coming from the room.

To stop room monitoring at any time, press **☎**.

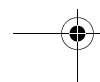
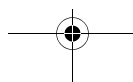
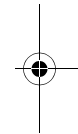
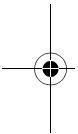
#### To lock the Keypad

Prevent accidental dialing while carrying the handset by locking the keypad.

1. Press and hold **\***. The display shows **KEYS LOCKED**.
2. To unlock the handset, press and hold **\*** again.

#### NOTE

While the keypad is locked, you can answer incoming calls as normal.



# Advanced settings

Flash is useful to access certain network and PABX/switchboard services.

## Flash time

The default Colombo flash time is suitable for your country and network operator and is set at 600 ms.

*The use of your Colombo cannot be guaranteed on all PABXs.*

## Dial mode

1. Press **"Menu/OK,"** scroll ▼ to **ADVANCED SET** and press **"Menu/OK."**
2. **DIAL MODE** is displayed. Press **"Menu/OK."**
3. Press ▲ or ▼ to select **TONE** or **PULSE**. Press **"Menu/OK"** to confirm.
4. Press ☎ to return to standby.

## Area code

1. Press **"Menu/OK,"** scroll ▼ to **ADVANCED SET** and press **"Menu/OK."**
2. Scroll ▼ to **AREA CODE**. Press **"Menu/OK."**
3. Enter the master PIN (default setting 0000) and press **"Menu/OK."**
4. Enter the local area code number (maximum 3 digits). Press **"Menu/OK"** to confirm.
5. Press ☎ to return to standby.

## Call barring

Prevent certain numbers from being dialed from your Colombo. Store up to four specific numbers, each up to 4 digits. For example, international prefixes.

### NOTE


*If you switch call barring on, BARR MODE ON will be displayed on your screen in standby mode.*

## To switch call barring on/off


1. Press **"Menu/OK,"** scroll ▼ to **ADVANCED SET** and press **"Menu/OK."**
2. Scroll ▼ to **CALL BARRING**. Press **"Menu/OK."**
3. Enter the master PIN (default setting 0000) and press **"Menu/OK."**
4. **MODE** is displayed. Press **"Menu/OK."**
5. Press ▲ or ▼ to select **ON** or **OFF**. Press **"Menu/OK"** to confirm.
6. Press ☎ to return to standby. You can now set the number.

## To set a number to be barred





1. Press **"Menu/OK,"** scroll ▼ to **ADVANCED SET** and press **"Menu/OK."**
2. Scroll ▼ to **CALL BARRING**. Press **"Menu/OK."**
3. Enter the master PIN (default setting 0000) and press **"Menu/OK."**
4. Scroll ▼ to **NUMBER**. Press **"Menu/OK."**
5. If necessary, scroll ▲ or ▼ to the next available slot.

6. Press **"Menu/OK"** and enter the number or prefix you want to bar. Press **"Menu/OK"** to confirm.
7. Press  to return to standby.



### Baby call




When activated, this feature allows you to dial a number by pressing any key on your handset (except ). This feature is very useful for quick access to emergency services by children who may not know the emergency numbers.

#### To set the baby call number

1. Press **"Menu/OK,"** scroll  to **ADVANCED SET** and press **"Menu/OK."**
2. Scroll  to **BABY CALL**. Press **"Menu/OK."**
3. Enter the master PIN (Default setting 0000) and press **"Menu/OK."**
4. **MODE** is displayed. Scroll  to **NUMBER** and press **"Menu/OK."**
5. **ENTER NUMBER** is displayed. Enter the number and press **"Menu/OK"** to save.
6. Press  to return to standby.

#### Switch baby call on/off

1. Press **"Menu/OK,"** scroll  to **ADVANCED SET** and press **"Menu/OK."**
2. Scroll  to **BABY CALL**. Press **"Menu/OK."**
3. Enter the master PIN (default setting 0000) and press **"Menu/OK."**

4. **MODE** is displayed. Press **"Menu/OK"** then press  or  to select **ON** or **OFF**. Press **"Menu/OK"** to confirm.
5. Press  to return to standby.


#### NOTE

If you switch Baby call on, **BABY CALL ON** will be displayed on your screen in standby mode.

#### To switch BABY CALL off from standby

1. Press  then **"Menu/OK."**

#### Dial a baby number





1. When a baby call number has been stored and the baby call setting switched on, press any key (apart from ), to dial a number.

#### NOTE

When baby call is switched on, you can still answer any incoming call as normal.

#### ECO mode

To reduce the level or power emissions, you can select "ECO mode."

1. Press **"Menu/OK,"** scroll  to **ADVANCED SET** and press **"Menu/OK."**
2. Scroll  to **ECO mode**. Press **"Menu/OK."**
3. Press  or  to select **ON** or **OFF**. Press **"Menu/OK"** to confirm.

You will hear a confirmation beep and the handset name on the display will be replaced with **ECO MODE**.

#### NOTE

With ECO mode set to ON, the handset range and base transmission power will be reduced.


# Registration

Up to 5 handsets can be registered to one base station. Additional handsets must be registered to the base before you can use them.





- The instructions described below apply specifically to your Colombo handset. If you wish to register another manufacturer's handset, the instructions may vary. In this case, please refer to the instruction manual of the additional handset.
- The Master PIN is required before you can register or unregister handsets. The default PIN is 0000.




## To register a handset

On the base:

1. Press and hold the  button on the base station for at least 3 seconds. You have 90 seconds in which to register a handset.

On the handset:



2. Press **"Menu/OK"** and scroll  to **ADVANCED SET** and press **"Menu/OK."**
3. Scroll  to **REGISTRATION** and press **"Menu/OK."**
4. If necessary, scroll  or  to display **REGIST. BASE** and press **"Menu/OK."**
5. **BASE 1 2 3 4** is displayed and the registered base number is flashing.
6. Enter the number of the base on which you wish to register your handset. If you have

only 1 base station, press . If you have 2 base stations, press  or , etc.



7. When the display shows **PIN----**, enter the base PIN.
8. When the handset registers with the base, it is assigned a handset number.

## To select a base

You can register your Colombo handset with up to 4 bases. Once registered, you can switch between bases. For example, bases at home and at work.

1. Press **"Menu/OK"** and scroll  to **ADVANCED SET** and press **"Menu/OK."**
2. Scroll  to **REGISTRATION** and press **"Menu/OK."**
3. **SELECT BASE** is displayed. Press **"Menu/OK."** The available bases are displayed with the current base number flashing.
4. Enter the number of the base you want, 1,2,3 or 4 and press **"Menu/OK."** When the base is found you hear a beep. If not found, the display shows **UNREGISTERED**.

## To unregister a handset

1. Press **"Menu/OK"** and scroll  to **ADVANCED SET** and press **"Menu/OK."**
2. Scroll  to **UNREGISTER** and press **"Menu/OK."**
3. Enter the 4 digit master PIN and press **"Menu/OK."** Display shows the registered handset numbers.

## Registration

## Colombo

4. Scroll ▲ or ▼ to select the handset you want to delete and press **"Menu/OK."**  
**UNREGISTERED** is displayed on the handset screen.

### To set the PIN

The 4-digit master PIN is used when registering or unregistering a handset and when changing some settings on your Colombo. The default setting is 0000. You can change this PIN for additional security.

1. Press **"Menu/OK,"** scroll ▼ to **ADVANCED SET** and press **"Menu/OK."**
2. Scroll ▼ to **PIN**. Press **"Menu/OK."**
3. Enter the current 4 digit master PIN and press **"Menu/OK."** (Default setting 0000.)
4. Enter the new PIN and press **"Menu/OK."**

#### NOTE

Make a note of your PIN. If you forget your PIN you will need to reset your product.

### To reset your Colombo

This will return your Colombo to its factory default settings.

1. Press **"Menu/OK,"** scroll ▼ to **ADVANCED SET** and press **"Menu/OK."**
2. Scroll ▼ to **RESET UNIT**. Press **"Menu/OK."**
3. **CONFIRM?** is displayed. Press **"Menu/OK."**


#### NOTE

Entries stored in the phonebook and new answering machine messages will not be deleted.

### Auto prefix


You can set the Colombo to detect a dialing number and replace it with another number. The

number to be detected can be up to 5 digits long. It can be replaced with a number up to 10 digits.


1. Press **"Menu/OK,"** scroll ▼ to **ADVANCED SET** and press **"Menu/OK."**
2. Scroll ▼ to **PREFIX**. Press **"Menu/OK."**
3. **DETECT DIGIT** is displayed. Press **"Menu/OK."**
4. Enter the number you want to be detected (up to 5 digits) and press **"Menu/OK."**
5. Scroll to **PREFIX NUM.** and press **"Menu/OK."**
6. Enter the number you (up to 10 digits) want it replaced with and press **"Menu/OK."**
7. Press  to return to standby.


#### Note

If you do not enter a number for "Detect Digit" then the "Prefix number" will be dialed prior to the number you call, (useful for access to "low-cost" telephone service access). To disable the auto-prefix function, delete the contents in both "Detect digit" and "Prefix number" settings.

The auto-prefix function will not work if you press the  before dialing.

### To turn intrusion on

When an external call is taking place, another handset registered to the base can join in, making the call a 3-way conference, just by pressing . To enable this, Intrusion must be switched On.

1. Press **"Menu/OK,"** scroll ▼ to **ADVANCED SET** and press **"Menu/OK."**
2. Scroll ▼ to **INTRUSION**. Press **"Menu/OK."**
3. Scroll ▲ or ▼ to **ON** or **OFF**.
4. Press **"Menu/OK"** to confirm.
5. Press  to return to standby.


# The Answering machine

Your Colombo answering machine records unanswered calls when it is activated. It can store up to 59 messages within the maximum recording time of 12 minutes. Each message can be up to 3 minutes long. Your personal outgoing messages can be up to 3 minutes long.

## To switch the answering machine on/off

1. Press **"Menu/OK,"** scroll **▲** or **▼** to **ANSW MACHINE** and press **"Menu/OK."**
2. Scroll **▼** to **ANSW ON / OFF** and press **"Menu/OK."**
3. Scroll **▲** or **▼** to display **ON** or **OFF**.
4. Press **"Menu/OK"** to confirm.
5. Press **☎** to return to standby.

## New Message

When you have received a new message the  will flash on the handset screen and the LED on the base will also flash.

Orange: Handset down and charging, Answering Machine on

Flashing Orange: New messages received, Handset down and charging, Answering Machine on.

Green: Answering Machine on (Handset not on base)

Flashing Green: New messages received, Answering Machine on (Handset not on base)

Red: Handset down and charging, TAM off

## To play messages

1. Press **"Menu/OK,"** scroll **▲** or **▼** to **ANSW MACHINE** and press **"Menu/OK."** **PLAY** is displayed.
2. Press **"Menu/OK"** to play new messages. The display shows the number of new messages. If there are no new messages, all stored messages are played.
3. Press **▶** to display the caller's ID. Press **▶** again to see the date and time of the call. (This only works if you subscribe to Caller ID service.)
4. During playback press **"Menu/OK"** to display a list of options. Use the **▲** or **▼** keys to change the options:

**REPEAT** - Press **"Menu/OK"** to repeat current message.

**NEXT MESSAGE** - Press **"Menu/OK"** to play next message.

**PREV MESSAGE** - Press **"Menu/OK"** to play previous message.

**DELETE** - Press **"Menu/OK"** to delete the current message.

**SAVE NUMBER** - Press **"Menu/OK"** to store the number, if available, in the phonebook.

5. Press **☎** to stop playback and return to standby.

### To delete all messages

1. Press "**Menu/OK**," scroll **▲** or **▼** to **ANSW MACHINE** and press "**Menu/OK**."
2. Scroll **▼** to **DELETE ALL** and press "**Menu/OK**."
3. Display shows **CONFIRM?** Press "**Menu/OK**" to confirm.

### To record a memo

You can record a memo which is stored on your answering machine and played back like a normal message.

1. Press "**Menu/OK**," scroll **▲** or **▼** to **ANSW MACHINE** and press "**Menu/OK**."
2. Scroll **▼** to **RECORD MEMO** and press "**Menu/OK**." Display shows **RECORDING**.
3. Record your message. Press "**Menu/OK**" to end recording.

### Outgoing messages

This is the message your callers hear on the answering machine. There are two pre-recorded outgoing messages, or you can record your own.

#### Answer & Record

The caller can leave a message. The pre-recorded message is "Hello, your call cannot be taken at the moment, so please leave your message after the tone."

#### Answer Only

The caller can listen to your announcement but cannot leave a message. The pre-recorded message is "Hello, your call cannot be taken at the moment, and you cannot leave a message, so please call later."

### To set answer mode

Set your machine to Answer & Record or Answer Only.

1. Press "**Menu/OK**," scroll **▲** or **▼** to **ANSW MACHINE** and press "**Menu/OK**."
2. Scroll **▼** to **ANSWER MODE** and press "**Menu/OK**." The current answer mode is displayed.
3. Scroll **▲** or **▼** to select **ANSWER & REC** or **ANSWER ONLY** and press "**Menu/OK**."
4. Scroll **▲** or **▼** to display the message type you want: **PERSONALIZED** to set your own recorded message or **PREDEFINED** for the pre-recorded message.
5. Press "**Menu/OK**" to confirm.

If you select personalized you can record, play or delete your own outgoing message.

1. Press "**Menu/OK**," scroll **▲** or **▼** to **ANSW MACHINE** and press "**Menu/OK**."
2. Scroll **▲** to **ANSWER MODE** and press "**Menu/OK**."
3. Scroll **▲** or **▼** to select **ANSWER & REC** or **ANSWER ONLY** and press "**Menu/OK**." Scroll **▲** or **▼** key to select **PERSONALIZED** then press "**Menu/OK**."
4. **PLAY** is displayed. Press "**Menu/OK**." Current message is played back.

### To record an outgoing message

1. Press "**Menu/OK**," scroll **▲** or **▼** to **ANSW MACHINE** and press "**Menu/OK**."



## The Answering machine

## Colombo

2. Scroll **▲** to **ANSWER MODE** and press **"Menu/OK."**
3. Scroll **▲** or **▼** to select **ANSWER & REC** or **ANSWER ONLY** and press **"Menu/OK."**  
Scroll **▲** or **▼** key to select **PERSONALIZED** then press **"Menu/OK."**
4. **PLAY** is displayed. Scroll **▼** to **RECORD MESS.**

### To delete a personalized outgoing message

1. Press **"Menu/OK,"** scroll **▲** or **▼** to **ANSW MACHINE** and press **"Menu/OK."**
2. Scroll **▲** to **ANSWER MODE** and press **"Menu/OK."**
3. Scroll **▲** or **▼** to select **ANSWER & REC** or **ANSWER ONLY** and press **"Menu/OK."**  
Scroll **▲** or **▼** key to select **PERSONALIZED** then press **"Menu/OK."**
4. **PLAY** is displayed. Scroll **▼** to **DELETE.**

### Ring delay

Select the duration of rings before your answering machine picks up the call. Choose from 2-9 rings or Toll Saver.

If Toll Saver is selected, then:

- If you have new messages your phone answers after 2 rings.
- If there are no new messages it will answer after 5 rings. So you have the option to hang up, saving the time and cost of a call.

- If the memory is full, it will answer after 10 rings in Answer Only mode.

1. Press **"Menu/OK,"** scroll **▲** or **▼** to **ANSW MACHINE** and press **"Menu/OK."**
2. Scroll **▼** to **ANSW SETTINGS** and press **"Menu/OK."**
3. **RING DELAY** is displayed. Press **"Menu/OK."**
4. Scroll **▲** or **▼** to select 2-9 rings or **TOLL SAVER.**
5. Press **"Menu/OK"** to confirm.

#### NOTE

When the answer machine is switched off it will still answer after 10 rings.

### Remote access

Remote access allows you to operate your answering machine and listen to your messages by calling your Colombo from another phone.

The default setting is on.

1. Call your Colombo. When you hear your outgoing message, press **#**.
2. Enter your 4 digit PIN. The default code is 0000. You hear a confirmation beep.

#### NOTE

You should change this code for additional security. See "To set the PIN."

3. After entering your PIN as stated above, use the keypad to operate your Colombo answering machine:

1	Play previous message
2	Play messages

## The Answering machine

Colombo

3	Play next message
6	Delete message playing
7	Switch answer machine on
8	Stop playback
9	Switch answer machine off

**Note**  
When the answer machine is switched off, it will still answer after 10 rings.

**To turn Remote Access on/off**

1. Press **"Menu/OK,"** scroll **▲** or **▼** to **ANSW MACHINE** and press **"Menu/OK."**
2. Scroll **▼** to **ANSW SETTINGS** and press **"Menu/OK."**
3. Scroll **▼** to **REMOTE ACC** and press **"Menu/OK."**
4. Scroll **▲** or **▼** to select **ACTIVATED** or **DEACTIVATED**.
5. Press **"Menu/OK"** to confirm.

**Call screening**

Use your handset or base speaker to hear a caller leaving a message. You can then choose to ignore the caller or pick up the call.

The default settings are:

- Handset call screening: On


**To interrupt at the handset:**

1. If you want to interrupt and take the call, press **↶** or **⏮**.

**Switch handset call screening on/off**

1. Press **"Menu/OK,"** scroll **▲** or **▼** to **ANSW MACHINE** and press **"Menu/OK."**
2. Scroll **▼** to **ANSW SETTINGS** and press **"Menu/OK."**
3. Scroll **▼** to **HS SCREENING** and press **"Menu/OK."**
4. Scroll **▲** or **▼** to select **ON** or **OFF**.
5. Press **"Menu/OK"** to confirm.

**To access the answering machine menu via the Calls list**

When the  is flashing to indicate new messages you can see caller details via **▲** or press **▼** again to go to **ANSW MACHINE** to play new messages.

1. Press **▲** **CALL LIST** is displayed.
2. Press **▼** **ANSW MACHINE** is displayed.
3. Press **"Menu/OK."** **PLAY** is displayed.
4. Press **"Menu/OK,"** the handset will start the new message playback. Once all messages are played, the handset will return to standby.

**NOTE**  
During message playback, press  anytime to return to standby.



## The Answering machine


**Colombo**



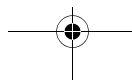
### Memory full

The memory is full if there are less than 15 seconds of recording time left or if the maximum total of 59 messages has been reached.

When the memory becomes full:

- The LED flashes quickly.
- The  flashes quickly on the handset display.
- The machine will automatically switch to Answer Only mode.

If the memory becomes full while a caller is leaving a message, they will hear a beep and the call is ended.





## Help

frames - move the base at least 3.28 ft. (1 meter) away from any electrical appliances.

### The handset is not charging when the handset is placed on the base

- The handset has been placed the wrong way. Make sure the charging contacts on the handset line up with the charging contacts on the base. The LED lights RED (or ORANGE if the answering machine is switched on) when the handset is charging.
- Dirty contacts - Unplug from the power and clean the charging contacts with a cloth. (Do not get wet. Do not immerse in water.)

### No dial tone

- No power - check the connections. Reset the phone. Unplug and plug back in.
- Batteries are empty - charge the batteries for at least 24 hours. Replace the rechargeable batteries.
- You are too far from the base - move closer to the base.
- Wrong line cord - only use the telephone line cord provided.
- Micro filter (when required, not included) is not connected to the line cord - connect the micro filter to the line cord.

### Poor audio quality

- The base is too close to electrical appliances, reinforced concrete walls, or metal door

### The signal icon **Y** is blinking

- Handset is not registered to the base - register the handset to the base.
- You are too far from the base - move closer to the base.

### No ring tone

- The ring tone is deactivated.
- Increase the volume.

### Caller ID service does not work

Check your subscription with your network operator.

### A phonebook entry cannot be stored

- The phonebook is full. Delete unused entries.

### No display

- Try recharging or replacing the batteries.
- Try disconnecting and connecting the base power supply.

### Unable to register another handset

- Maximum number of 5 handsets has been reached.
- The display shows **SEARCHING**. You must unregister a handset in order to register a new one.





**Noise interference on your radio or television**

- Your base or charger may be too close to the TV or radio. Move it as far away as possible.

**Answering machine does not record messages**

- Switch the answering machine on.
- The memory may be full. If so, you will need to delete some messages.
- Answer mode may be set to **ANSWER ONLY**. Change the mode to **ANSWER & REC**.

**Cannot access messages remotely**

- Remote access may be switched off.
- Check that you are using the correct PIN code.

**Cannot record outgoing message**

- The memory may be full. If so, you will need to delete some messages.

**Answering machine stops recording**

- The memory may be full. If so, you will need to delete some messages.
- The maximum message length is 3 minutes.

**If you are still experiencing any difficulty after making the above checks, please go to [www.colomboproducts.com/FAQ](http://www.colomboproducts.com/FAQ) for further assistance.**





# General information

## IMPORTANT

*This equipment is not designed for making emergency telephone calls when the power fails. Alternative arrangements should be made for access to the emergency services.*

*This product is intended for connection to analog public switched telephone networks and private switchboards in the United States.*

## Safety information

- Place the phone at least 3.28 ft. (1 meter) away from sensitive/emergency intensive care medical equipment to minimize risk of interference. Seek advice from a qualified expert before using your phone.
- If you use a pacemaker, check with a medical professional before using this product.
- Only use the power supply suitable for the Colombo product line. Using an unauthorized power supply will invalidate your warranty and may damage the telephone.
- Use only the approved rechargeable batteries supplied.
- Do not open the handset (except to replace the handset batteries) or the base. This could expose you to high voltages or other risks.

- Radio signal transmitted between the handset and base may cause interference to hearing aids.
- Your product may interfere with other electrical equipment, e.g. TV and radio sets, clock/alarms and computers if placed too close.
- Never dispose of batteries in a fire. There is a serious risk of explosion and/or the release of highly toxic chemicals.

## Cleaning

- Clean the handset and base (or charger) with a damp (not wet) cloth, or an anti-static wipe.
- Never use household polish as this will damage the product. Never use a dry cloth as this may cause a static shock.

## Environmental

- Do not expose to direct sunlight.
- The handset may become warm when the batteries are being charged or during prolonged periods of use. This is normal. However, we recommend that to avoid damage you do not place the product on antique/veneered wood.
- Do not stand your product on carpets or other surfaces that generate fibers, or place it in locations preventing the free flow of air over its surfaces.
- Do not submerge any part of your product in water and do not use it in damp or humid conditions, such as bathrooms.



#### General information

**Colombo**



- Do not expose your product to fire, explosive or other hazardous conditions.
- There is a slight chance your phone could be damaged by an electrical storm. We recommend that you unplug the power and telephone line cord during an electrical storm.

#### Product disposal instructions



- The symbol shown here and on the product means that the product is classed as Electrical or Electronic Equipment and should not be disposed of with other household or commercial waste at the end of its working life.
- The Waste of Electrical and Electronic Equipment (WEEE) Directive (2002/96/EC) has been put in place to recycle products using best available recovery and recycling techniques to minimize the impact on the environment, treat any hazardous substances and avoid increasing landfill.

#### Product disposal instructions for residential users

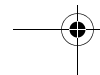
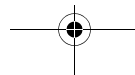
- When you have no further use for it, please remove any batteries and dispose of them and the product per your local authority's recycling processes. For more information please contact your local authority or the retailer where the product was purchased.

#### Warranty Information

- This product has a warranty of 12 months and is therefore guaranteed to be free from defects in materials and workmanship during that period.

If your problem cannot be solved, you will need to return your product to the place it was purchased. Remember to take your receipt as proof of purchase as it must be produced before the warranty can be honored.

- This product must have been used only for the intended purpose and not have been subjected to willful or accidental damage.
- This warranty does not cover damage caused by excessive voltage or lightning.
- If this product has been tampered with in any way, the warranty shall be considered null and void.
- This warranty does not affect your statutory rights.



# Technical Information

## How many telephones can I have?

All items of telephone equipment have a Ringer Equivalence Number (REN), which is used to calculate the number of items which may be connected to any one telephone line. Your Colombo has a REN of 1. A total REN of 4 is allowed. If the total REN of 4 is exceeded, the telephones may not ring. With different telephone types there is no guarantee of ringing, even when the REN is less than 4.

Any additional handsets and chargers that you register have a REN of 0.

## FCC

*This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.*

*Privacy of communications may not be ensured when using this telephone!*

## Customer Information

1. This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On bottom of this equipment is a label that contains, among other information, a product identifier of [US: GWEW400BDECT80C01]. If requested, this number must be provided to the telephone company.

2. If this equipment [Digital Cordless Telephone With Answering Machine] causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.
3. The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.
4. If you experience trouble with this equipment, disconnect it from the network until the problem has been corrected or until you are sure that the equipment is not malfunctioning.
5. Please follow instructions for repairing if any (e.g. battery replacement section); otherwise do not alternate or repair any parts of device except specified.
6. Connection to party line service is subject to state tariffs. Contact the state public utility commission public service commission or corporation commission for information.



7. If the telephone company requests information on what equipment is connected to their lines, inform them of:

- a) The telephone number that this unit is connected to,
- b) The ringer equivalence number [0.0B]
- c) The USOC jack required [RJ11C], and
- d) The FCC Registration Number [US: GWEW400BDECT80C01]

Items (b) and (d) are indicated on the label. The ringer equivalence number (REN) is used to determine how many devices can be connected to your telephone line. In most areas, the sum of the RENs of all devices on any one line should not exceed five (5.0). If too many devices are attached, they may not ring properly.

For further information on the operation of your Colombo cordless telephone, please visit [www.colomboproducts.com/FAQ](http://www.colomboproducts.com/FAQ).

### Connecting to a switchboard

This product is intended for use within the United States for connection to the public telephone network and compatible switchboards that support tone/pulse dialing and timed break flash. If in doubt please consult your service provider.

### Inserting a pause

With some switchboards, after dialing the access code you may have to wait for a moment while the switchboard picks up an outside line, so you will need to enter a pause in the dialing sequence.

- Press and hold # to insert a pause (P) before entering the telephone number.

You may also need to enter a pause when storing international numbers or charge card numbers.

### Flash

You may need to use the flash function if you are connected to a switchboard/PBX (Private Branch Exchange), contact your PBX provider for further information.

# Colombo



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Colombo is a registered trademark of SGW Electronics Ltd.